

865106/21/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **UTILITIES SAFETY OFFICER**

DEFINITION

Under general supervision, to perform technical and responsible tasks in the development, implementation, and administration of occupational health, safety, and training programs for the Public Utilities Department; oversee and coordinate hazardous material programs; and to do related work as required.

REPORTS TO: Public Utilities Director

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Utilities Director.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Inspect utility equipment for operating safety and maintenance requirements and coordinate maintenance and modification activities to insure certification of equipment and compliance with safety requirements.
- Coordinate Department's HAZ-MAT and Vault De-watering Programs.
- Evaluate work procedures and equipment operating practices; determine training requirements for operators and revised procedures and practices.
- Conduct safety and accident investigations and provide recommendations for corrective action.
- Coordinate safety program with California Occupational Safety and Health Act (CAL-O SHA), California Public Utilities Commission (CPUC), and City of Riverside safety and health rules and regulations.
- Maintain and update, as needed, the Utilities' Accident Prevention Rules (Safety Manual).
- Serve on the Department Employee Safety Committee(s) and as a member of the City Safety Committee.
- Prepare reports and follow through on recommended actions.
- Manage department apprentice program and other utility-specific training, updating course content and course materials, correct and grade written lessons, and review apprentice evaluations.
- Prepare and/or schedule special training sessions on particular work procedures, and evaluate and discuss results with participants.
- Maintain individual training records.
- Coordinate department safety and training activities with other departments and divisions and with outside agencies.

QUALIFICATIONS

Knowledge of:

- Applicable federal, state, and local general construction and electrical safety rules and regulations.

- Principles, practices, methods, and techniques of safety program development, implementation, and administration.
- Training methods, principles, and techniques.
- Operations and construction practices of Electric, Water, and Wastewater utilities.

Ability to:

- Anticipate potential safety hazards through observation of work methods and equipment and provide corrective recommendations.
- Develop, implement, and administer safety and training programs and activities.
- Teach classes on health and safety related information, work methods, and techniques.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with applicable laws, rules, regulations, and policies.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate Arts degree (Bachelors degree preferred) from an accredited college or university with major work in engineering or related technical subjects including courses in safety and training principles, methods, techniques, and practices.

Experience: Four years experience working with an electric or water utility (both electric and water experience preferred) with two years' experience in the development and administration of safety and training programs in a public utility or industrial setting.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate, valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Utilities Safety Officer

TO: Other various Management positions within the Utility